**First Name of Application CV No 1624746**

Whatsapp Mobile: +971504753686



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**Career Objective:**

Seeking a position in an office environment to utilize and improve my skills in logistics, administration / secretarial and to make a significant contribution to a company that offers opportunities for progression

**EMPLOYMENT HISTORY**

**Zuellig Pharma Philippines –** Data Encoder Specialist – Sales Coordinator

October 2014 – December 2015

* Compile, copy, sort, and file records of office activities, business transactions, and other activities.
* Provides information by answering questions and requests.
* Compute, record, and proofread data and other information, such as records or reports.
* Locate and correct data entry errors, or report them to supervisors.
* Responsible for monitoring Sales Order, Authorization form.
* Responsible to monitor expenses of key account manager.
* Makes travel arrangements for domestic flights of District Teams.
* Handles hotel accommodation for domestic.
* Handles calls, files and office supplies
* Performs other duties that maybe assigned from time to time.

**Accent Micro Technologies INC. Philippines -** Sales Logistic Assistant

JUNE 2012 – JULY 2014

* Monitor Job Order status based on committed delivery date in coordination with Purchasing / Shipping.
* Responsible to monitor undelivered item and make sure all items are delivered.
* Responsible to forward Job Order and PRS / Dell Proforma Invoice to authorized signatory for approval.
* Responsible to check all Job order including attachments; PO (Purchased Order), Canvass Sheet and Purchased Requisition Slip
* Ensure all urgent shipments are closely monitored and delivered timely.
* Handle delivery status to the client, coordination to Warehouse, Purchasing, Sales and Accounting.
* To assist Customers / Sales Enquires, Purchased Order, Quotation etc.
* Ensure all documents are filled in proper order, Ensure all orders / invoices receipt into system.
* Perform other tasks that may be assigned from time to time.
* Coordinate with other departments to ensure strict adherence and compliance to business process.

**Air Cargo Partners Corporation Philippines (Qatar Airways) –**  6 MONTHS

Secretary

Duties and Responsibilities:

* Records Daily Sales Report, Expenses, & Purchases from Suppliers.
* Records all deliveries, purchases & sales report of different branches including suppliers of the company.
* Make reports by the end of the month, including purchases from suppliers.
* Organize files accordingly.
* Maintain files and customers' records.
* Provides ledger for safe keeping of company accounts.
* Attend phone calls.

**Educational Background:**

**Tertiary**

**Bachelor of Science Major in Tourism**

**Centro Escolar University**

**Philippines**

**PERSONAL INFORMATION:**

Visit Visa until April 2016

Nationality : Filipino